

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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In Reply To:

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July 7, 2004

EMAIL TRANSMISSION

Information Bulletin No. MT-2004-079

To: State Management Team

From: Director, External Affairs

Subject: Briefing Statement Revisions

DD: July 28, 2004

It is time again to review and update the Montana/Dakotas BLM Briefing Statements. These briefs are an invaluable source of public information about highly visible and sometimes controversial programs within our organization. They are used frequently by the Secretary of the Interior, congressional offices, news media, and interest groups affected by BLM programs.

As you know, we are now required to maintain our briefing papers in a national BLM database, which is accessible only to BLM employees through Lotus Notes. Please make any corrections in the database (instructions attached). Once they are updated, individual briefing papers will be posted on our website (<http://www.mt.blm.gov/ea/bps/index.html>). The briefing papers that include photos will keep their "enhanced" format.

A table of contents showing the date of the most recent review/update is attached, as well as a link to each briefing statement for your program area. When deciding to add or delete a particular briefing statement, keep in mind that the briefing book is intended to focus only on issues that are highly visible and/or controversial, not on general programs.

Review the briefing papers carefully and completely rather than just appending with the latest information. Briefing statements should be concise; they may be edited for length and clarity. Also, please make sure the correct contact person is listed.

Please send a copy of your update, recommendation for deletion, or "no change" response for each statement pertaining to your area to Ann Boucher (MT912) by July 28, 2004. If you have any questions, please contact Ann at 406-896-5011.

Signed by: Donald S. Smurthwaite

Authenticated by: Ann Boucher

3 Attachments

1-Table of Contents (1 p)

2-Instructions for accessing the Briefing Paper database (1 p)

3-Briefing Statements (varies by office)

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Instructions for Accessing the National Briefing Papers Database

If this is the first time you have opened the National Briefing Papers database, the instructions are below. The complete user's manual is on the WO Public Affairs home page:

<http://web.blm.gov/internal/wo-600/610/index.html>

The headings are a little different from the past, but the user's guide provides some explanation.

We are trying to keep the BP process as simple and non-repetitive as possible. Since this database is now a requirement, we will be using the information in it to update the briefing book and it will be very helpful if you do all your edits there.

Opening the Database for the first time

Note: This procedure only has to be done ONCE to get the icon in your bookmark list.

1. From the Lotus Notes main menu bar, click File Database Open.
2. From the "Open Database" dialog box, choose the Washington office "Server" from the drop down list, then highlight the "Briefing Documents" database and click open:
3. This places the Briefing Documents icon in your "Databases folder" bookmarks as mentioned in Section 2 and opens the database "About" document. After reviewing and closing the "About" document, the Briefing Documents default view will be displayed.
4. When finished using the database, close the database by clicking File, Close from the main menu bar. This will return you to your email database.

To open the Briefing Document Database Again:

In Lotus Notes:

1. Click on the "Databases" folder icon in the bookmark bar. The Databases folder will be displayed.
2. Click on the "Briefing Documents" database icon.